Childcare Internet Billing

User's Manual

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Introduction

Child Care Facilities who are vendors eligible for reimbursement from the Division of Child Care and Early Childhood Education will be given access to the Child Care Internet Billing website developed by TRW where they can submit their billing information online. The vendor will also be able to access their Child Care Worksheets and Remittance Reports from this site

BEFORE YOUR START INSTALLATION:

The internet procedure is made up of 2 parts. The Billing Section allows you to perform the actual billing. This process will run various tests against the live information on your facility's authorizations to make it possible to improve your billing. You will need to remember as this system is not a live input operation but runs in Batch prior to production. Your data will not be processed until our regular production runs. Data will be held until production runs and therefore to prevent data from being rejected be sure that only one month's data is sent between production periods. The mainframe system only allows 1 month's data to be processed in operation. We Process data keyed between Midnight Monday and 8:00 p.m. Tuesday on Tuesday evening, data keyed between Midnight Tuesday and 8:00 Thursday is processed on Thursday, data keyed between Midnight Thursday and 8:00 Monday is processed Monday evening. If a state holiday falls on a regular production day, production will take place on the next regular scheduled day.

A procedure change allows you to Recall Billing between the time you have entered your billing and 8:00 p.m. of the next production time. You will also have the capability to remove records that have been accepted but you may not wish to be billed in the manner you keyed those in.

The second part is Reports. The major reports you will have access is the Worksheet as this provide the authorizations that have been authorized to your facility on the day following the date the authorization is written by clicking on the Worksheet Report. The Daily Remittance Report will provide information concerning your payment as how and what is paid. Lookup a billing is providing information about billing not processed. Billing Report is a report to provide information about billing problems.

To insure that you are properly paid, it is extremely important that you take a few minutes when you first obtain a certificate of Authorization (screen print of AZ05) and make certain that all the information is correct. It has been some time since some of the following items have been mentioned but in order to maintain a good working process please check.

1. The child for the services is correct and that your facility information is correct.
2. The services specified in the certificate are the times and days of service are provided to the client.
3. There is only 1 authorization for a specific period of service for each child.
4. The rates are correct.
5. The DHS-9815 Day care billing form is completed and signed each time you perform a billing.

If you have any problems with the installation please call the help desk at 501-682-HELP. Questions concerning licensing will need to be addressed to you license worker. Questions concerning authorizations will be addressed for Fund Source F063 to your local county Tea

Caseworker and those for other funding will be addressed to the Child Care Eligibility worker in your area or to the Central office Eligibility Section. Questions regarding payment or direct deposit will be addressed to Delois Calhoun in the Child Care Eligibility Unit. Problems with System operations or for Personal Identification Numbers may be addressed to Alicia Lawrence, 501-682-6354.

Minimum system requirements

Windows 98 SE, ME/2000, XP, Internet Explorer 6.0 or above with 128 bit Encryption enabled

Security and Logon Page

Make sure that you typed **"https"** instead of just "http". When you try accessing the application with http you will get this prompt as shown in the following picture: -
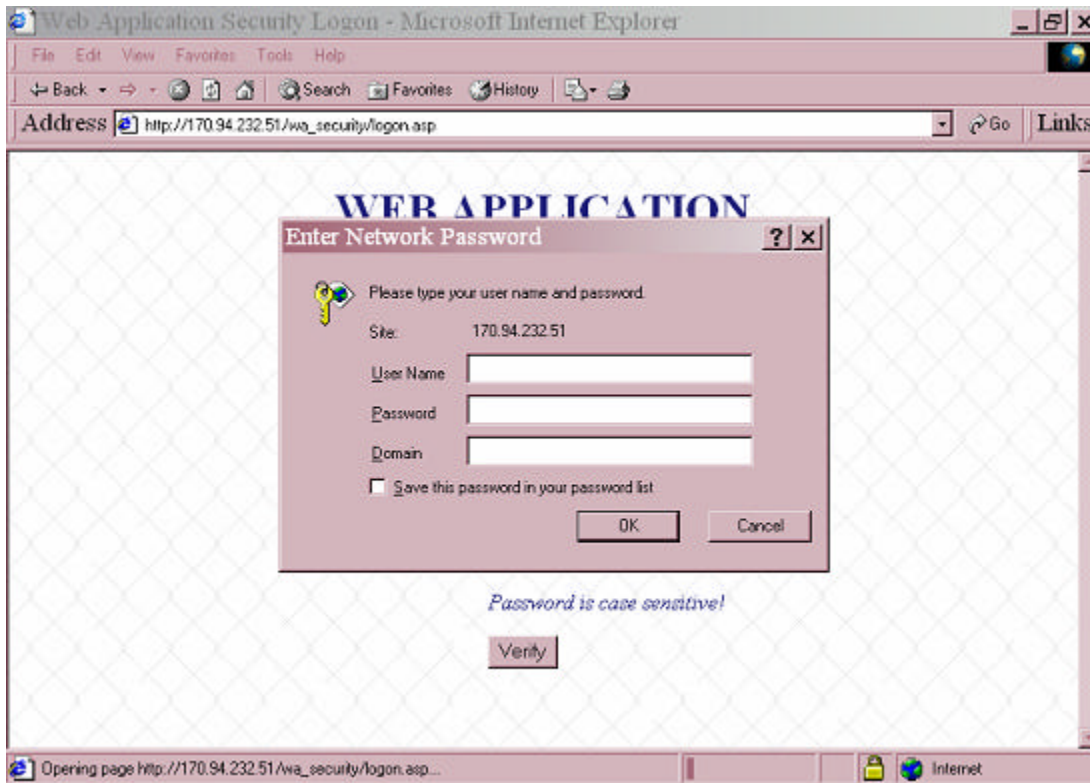
To access the website, open Internet Explorer 6.0 or better and type in the address bar **https://170.94.232.51/wa_security/logon.asp**
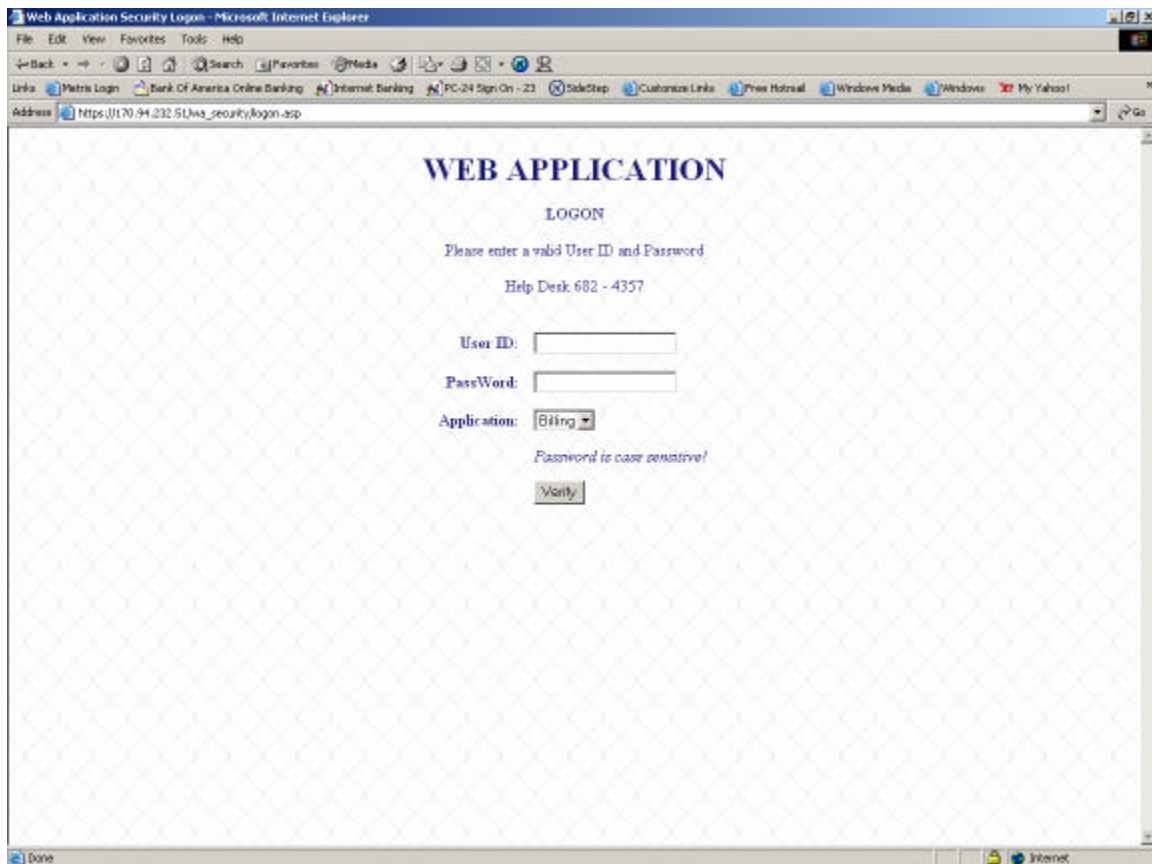
Web Application Security Logon Page

To enter your billing information, enter your User ID and Password:

1. **Enter User ID (the Facility Tax-Id is your User ID) without the dash** and

2. **Enter Password (PIN)**

3. Submit information by pressing Verify button.

4. If the User-Id and password are valid, the home page for Day care Internet Billing is displayed

Internet Billing Home Page
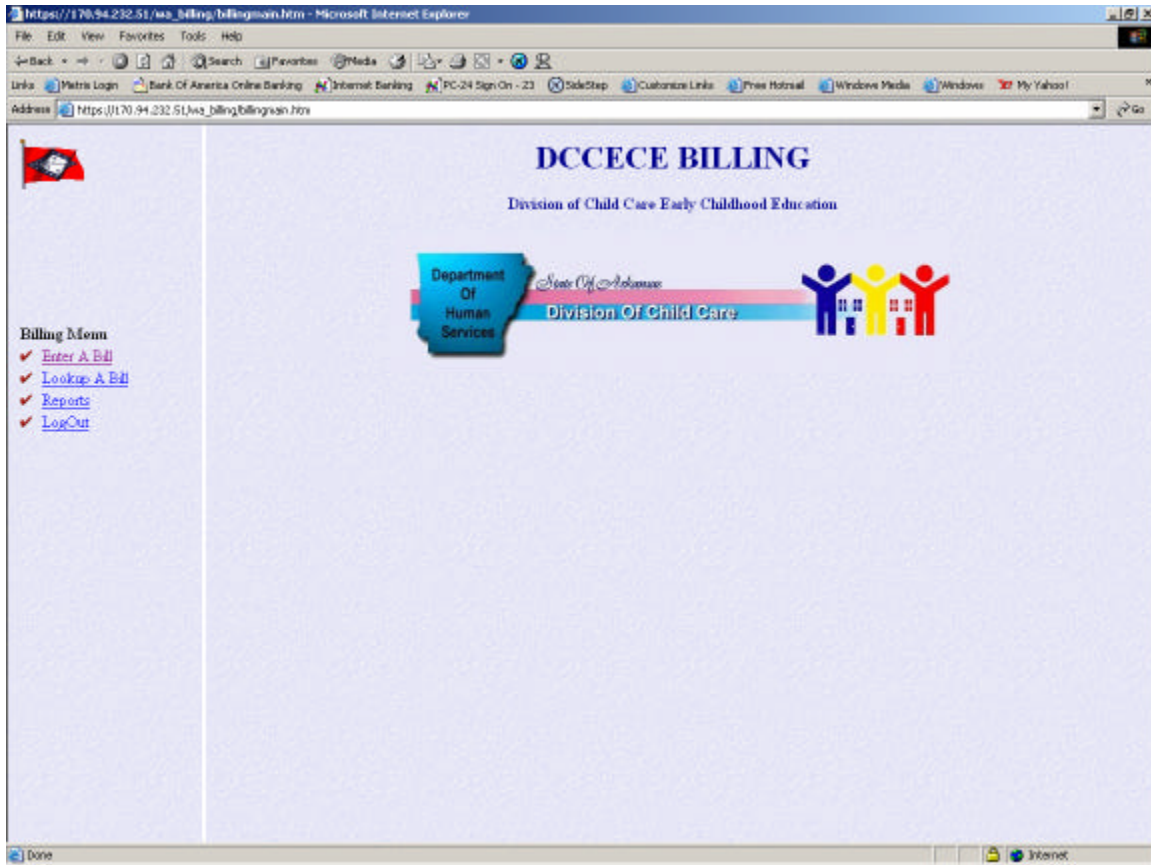
Web Application Billing Home Page

The Web Application Billing Home Page displays the menu links used to navigate through the web application. Each link directs you to a specific page to do a specific task. Clicking on the following links will return the following:

1. Enter a Bill – Displays the Billing Page where billing information is entered.

2. Lookup A Bill – Allows the user to enter search criteria to view a previously entered bill.

3. Reports – Displays Reports Page where you can choose and view a one of the following reports: Worksheet, Daily Web-Remit, Billing Results

4. Log out – Closes user session and returns the user to User Logon page.

Each page that is linked to the Billing Menu is explained in detail below.

The Billing Page:

Billing Page

The vendor will enter billing information on the Billing Page. The following information is entered:

? Authorization Number - Enter the authorization number. The number should not be less than 9 numbers; no spaces are allowed. This is a required entry field.

? EIN – Enter the Facility Tax-Id. The number should not be less than 9 numbers; no spaces are allowed. This is a required entry field.

? Facility number – Enter the facility number. The number should not be less than 5 numbers; no spaces are allowed. This is a required entry field.

- ? **B. Line** – Enter the *Beginning Line* number being billed. This is a required entry.
- ? **E. Line** – Enter the *Ending Line* number being billed. This is a required entry.

IC - Inclement Weather - The system will default the Inclement Weather field to No, if you are claiming Inclement weather for the day, change it to yes.

AB - Absence - The system will default the Absence field to No, if you are claiming Absence for the day, change it to yes.

SUBMIT - After entering valid data in the fields, click on SUBMIT to submit entered data. . The system will verify the data against the service authorization. If all information is valid and the numbers of inclement weather and absent days are within the allowable limits, the billing information is saved. If an error is detected, the user will receive an error message notifying them of the error. The user is notified whether the bill has 'Passed' or 'Failed'.

Once it is saved, the billing information is displayed on the Billing Page along with the amount billed. The total amount billed is also displayed. The following figure shows a sample of the Billing Page after successful entry of a bill.

RESET – Click on Reset to restore the default data in the fields

NOTE: IF A RECORD IS KEYED AND YOU LEARN THAT IT SHOULD NOT BE BILLED, THERE IS NO PERVISION TO REMOVE THAT RECORD.

Billing Page after successful entry of a bill
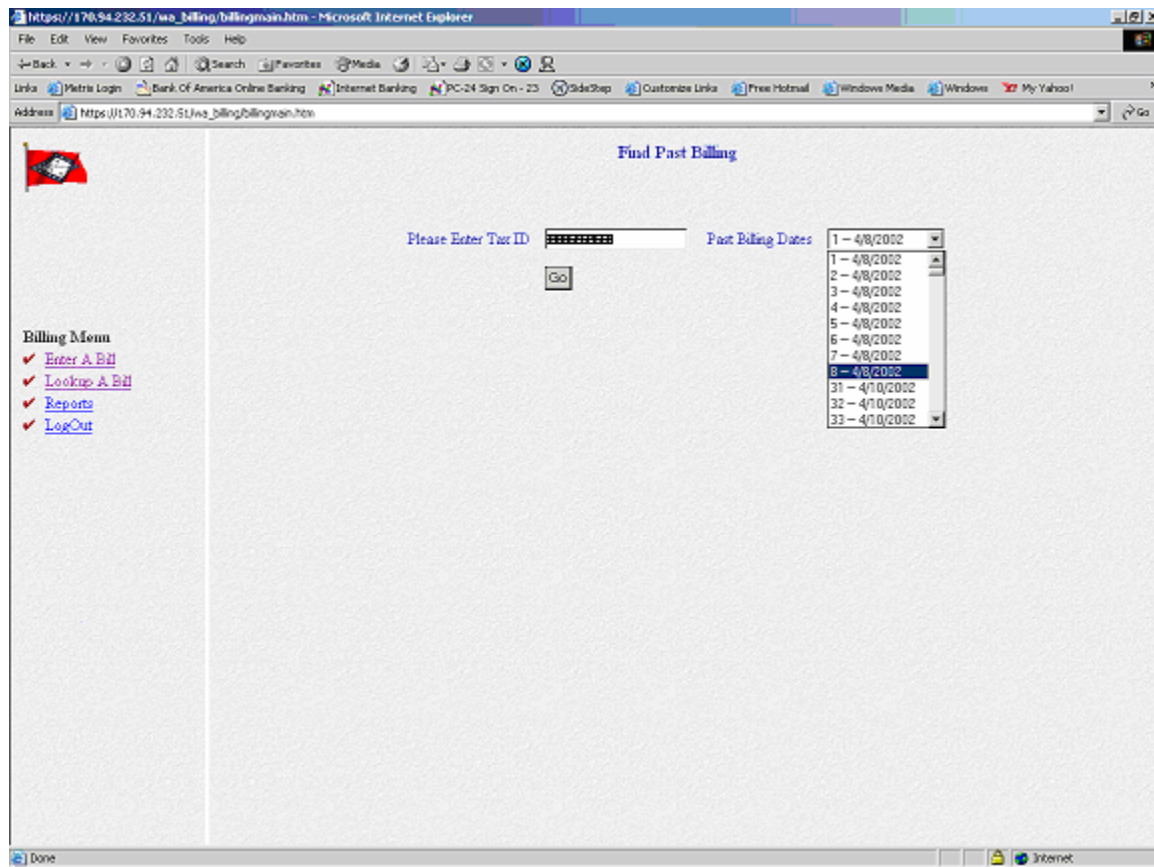
Find Past Billing:

Figure Error! Bookmark not defined. **Find Past Billing**

Find Past Billing allows the user to search for previously submitted billing records. The user is required to enter the following information for the system to display the billing information:

? ? Tax-Id. - Enter the TAX ID of the Facility for which you wish to look up billing information,

? ? Past Billing Dates – Select Go, the Dates that billings have been submitted for the facility will be listed; select the desired date.

SEARCH – Click on Search to return the Billing information for the selected date.

Find Past Billing after a billing record is selected and displayed.

The Reports Page:

The Child Care Internet Billing will allow users to directly access information that they have previously had to get from DCCECE. Clicking on the Reports link displays the Reports page where the user can select the desired report. Users can access the following reports:

       1.   Worksheet

       2.   Daily Web-remit

       3.   Billing Results

Reports Page

Worksheet

Sample Web Remit Report

Selecting the Worksheet link will display the Worksheet report page. The user can select a date from the left hand column to specify the worksheet to be displayed. Click on Print to print a copy of the selected worksheet.

Daily Web Remit Report
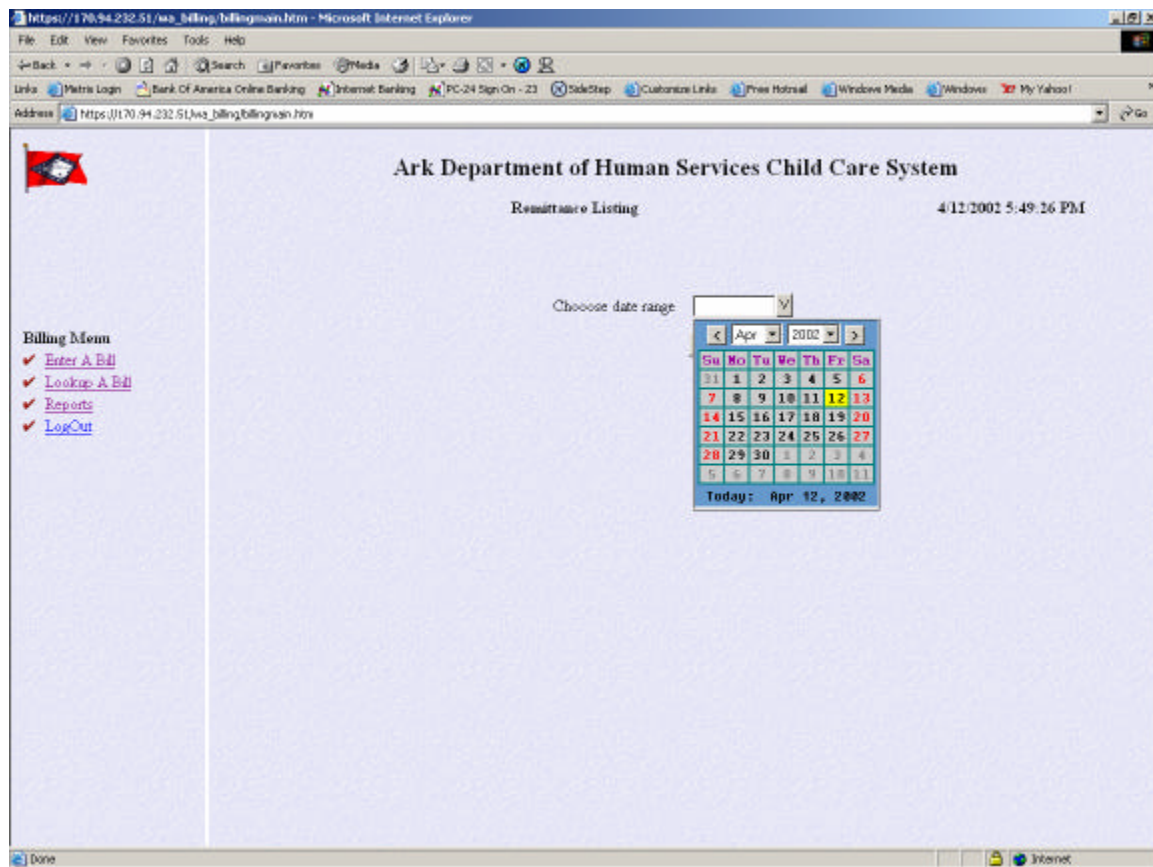
Daily Web Remit Parameters Page

Clicking on the Daily Web Remit link will access the Remittance Report displays billing and payment information allowing the user to know the status of a bill that has been submitted and to verify whether they have previously submitted a bill for the selected date. This also assists them in doing their new billing so they do not bill for items that have already had billing submitted. The subtotal Line will provide information that matches information printed on the Warrant stub so that you will be capable of matching information from billing to actual payment information.

Click on the Daily Web Remit report link to display the page. After choosing a process date for which the report should be generated, click on View Report. The Remittance Listing will be displayed.

Daily Web Remit – Remittance Listing

Billing Results Report

Internet Processing Results Report

Selecting the Billing Results link will provide the user with a report of the results of billing information submitted during the current session. The Internet Processing Results report displays the billing information and the results the system generated during processing the billing data such as successfully processed.

Logout

Click on the Log Out link to close the session and exit Child Care Internet Billing. Once logged out the user cannot access the Billing menu or any feature in the application without logging on again.

Special Notes

1) 1)   When clicking on Reports Links or Billing the execution time may be a little longer depending upon your Internet connection. For a 56Kbps connection it may take up to 30-60 seconds.

2) 2)   After clicking on Logout link in the Billing Web application menu make sure that you close the browser to complete the log out process.
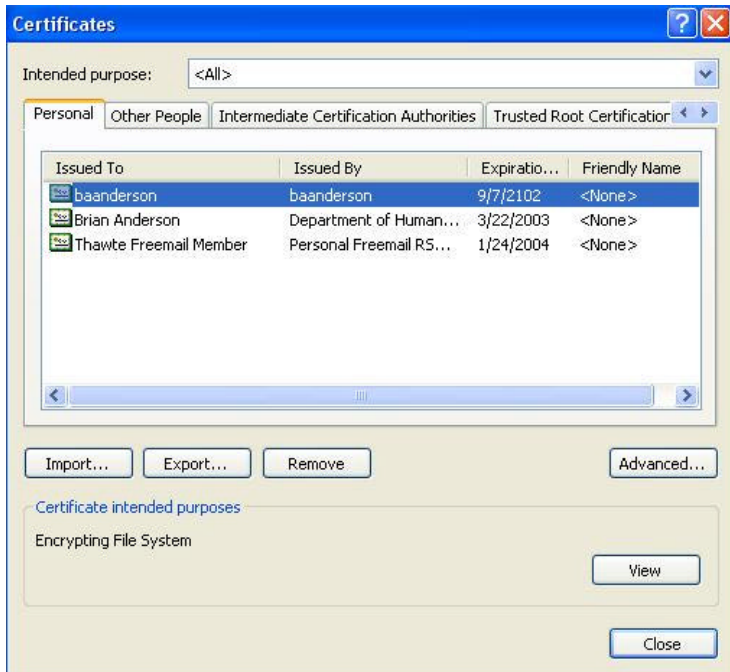
DELETING OLD CERTIFICATES

Instructions on deleting old certificate.

Open Internet Explorer, on the upper menu click on Tools and then click on Internet Options. On the window that comes up, click on the Content tab. In the middle of this screen, pictured below, you will see a Certificates button, click on it.
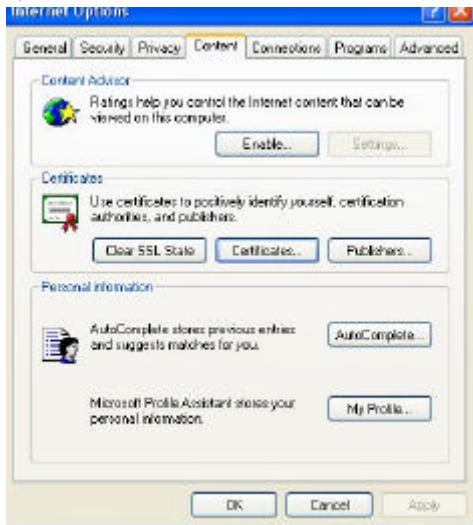
You will see a window like the one pictured below.

Select the Certificate that has expired or is ready to expire, you can tell by the Expiration date listed in the Certificates window, and click on Remove. Be sure that you delete the correct one, you will get a warning window that says "You cannot decrypt data encrypted using the certificates. Do you want to delete the certificates?" Click on Yes after you are sure it is the correct certificate. You can then click on Close, and then OK and you will be back to your browser window.